

14. Request for Impoundment of Stray And Surrendered Animals

This service caters to residents in Tagoloan who would like surrender their animals or have stray animals in their community that are considered a threat to public health and safety.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Residents in Tagoloan			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter				
Client Steps	Agency Actions	Fees to be paid	Processing time	Person responsible
1. State purpose of visit	1. Refer client to person responsible	none	10 minutes	<i>Public Assistance Complaints Desk (PACD) Officer of the Day Municipal Agriculture Office</i>
2. Submit the required documents	2. Received the required documents and check for correctness	none	20 minutes	<i>Agricultural Technologist I Municipal Agriculture Office</i>
3. Subject to interview	1. Interview client 2. Conduct animal catching operations	none	2 days	
4. Sign in service logbook	1. Record in service logbook 2. Have the client sign the service logbook	none	20 inutes	
5. Accomplish Client Satisfaction Survey Form and drop in the Feedback Box	Request client to accomplish Client Satisfaction Survey Form	none	30 minutes	

	TOTAL:	2 days, 1 hour & 20 minutes
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